

PRIVACY STATEMENT

From time to time, Peter Lee Associates will collect professional information about you from third parties, for example, this may include information provided by:

- Our clients
- Online searches
- Other entities that have a legal right to provide such information.

If so, our policy is to receive and use information that is publicly available such as job titles, work contact details or to utilise information that you have consented to be used for research purposes.

How We Use Professional Information

We will only use your contact information for the purpose of conducting our research and providing you with summary findings. We will never use your contact details for the purpose of advertising, promotions or direct marketing activities.

How We Store and Retain Professional Information

Peter Lee Associates takes reasonable steps to protect your professionally identifiable information by limiting employee and contractor access to the data and by storing it a database on a secure server in the cloud.

Disclosure and Transfer of Personal Information

We will never disclose any personal information we collect from you.

We will never use or disclose your personal information for the purpose of advertising, promotions or direct marketing activities.

Our compensation benchmarks report only contain data in an “aggregate” form (combined with responses of others) such that no data is personally identifiable.

We will not disclose any personal information or identifiable research information to a third party for a purpose other than conducting our research unless you have provided express prior consent, or we are required to do so by an Australian law or court/tribunal order.

How You Can Access or Correct Your Own Personal Information

You have the following rights in relation to your personal data:

- the right to change your mind and to withdraw your consent;
- the right to access your personal data;
- the right to rectify / correct any personal data that we hold about you that’s inaccurate or incomplete;
- the right to erase your personal data from our systems, unless we have legitimate reasons for continuing to process the information;
- the right to port your personal data (portability right);

- the right to restrict processing of your personal data;
- the right to ask whether we're processing your personal data and, if we are, to find out details of that processing;
- the right to object to how we're processing your personal data, and to ask us to restrict how we're processing your personal data;
- the right to have the personal data that you've provided to us, provided to you, in a structured and commonly-used electronic format;
- the right to ask us to transfer your personal data directly to another company if that's feasible.

We will respond to any of the above requests in a reasonable time. A fee may be charged to cover the cost of data retrieval. This fee will not be excessive and will only apply to the facilitation of your request.

You can exercise any of these rights by contacting Peter Lee Associates, details provided below.

Complaints

If you believe that we have breached the Australian Privacy Principles you may complain to our Privacy Officer, who will investigate your complaint and advise you whether the complaint has been upheld and, if so, the action taken. If it is not resolved to your satisfaction within 30 days you may refer the complaint to the Office of the Australian Information Commissioner at this link: <https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us/>

Contact Us

If you have any questions about this Privacy Policy, you may contact us using the following contact details:

Sandhya Chand sandhya.chand@plas.com.au or on 0419 465 219

Miscellaneous

In this policy "personal information" has the same meaning as under the Privacy Act.

This privacy policy was last updated on the 24th of November, 2021. We may update this policy further from time to time. Any changes we make to our privacy policy will be posted on our website.